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## **DEPARTMENT OF WATER RESOURCES(CAD)**

### **NOTIFICATION**

The 28th January, 2025

No.303—WR-CADII-MISC-0008/2024/CAD.— Construction of Field Channel (FC) Works in Irrigated Commands under the Directorate of CAD-PIM, Department of Water Resources are being taken up through various schemes /projects including OIIPCRA, RIDF and two State Sector schemes namely: (i) Command Area Development and Water Management (CADWM) Activities in Irrigated Commands; and (ii) Re-construction of Old FC Works in Irrigated Commands.

2. The promulgation of Standard Operating Procedure (SOP) for Taking Up FC Works was under active consideration of the Government, for quite some time past.

3. In the meanwhile, the eCAD Infrastructure Module has been developed for Real Time Monitoring of CAD-PIM activities in the State.

4. Now after careful consideration and in supersession of all earlier orders, the Government has been pleased to promulgate the SOP for Taking Up FC Works in Irrigated Commands, in integration with the e-CAD Infrastructure Module.

This will come into effect from the date of issue.

By Order of the Governor  
RASHMI RANJAN NAYAK  
Additional Secretary to Govt.,  
& Director, CAD-PIM

## **Standard Operating Procedure for Taking Up Field Channel (FC) Works in Irrigated Commands**

### **A. Selection of Commands:**

1. Irrigation commands be selected in consultation with the concerned irrigation divisions (Major/Medium/Minor).
2. Concerned irrigation divisions to complete election process and ensure validity of all the Pani Panchayats (PPs) for implementation of CAD-PIM activities in the entire command.
3. Commands already covered or proposed to be taken up for construction of FC / OFD activities by any other scheme / programme, like AIBP, OCTMP, OIIPCRA, JICA, RIDF etc. and similar schemes of other departments, should be excluded.
4. Irrigation water must be available at outlet where FC works are proposed.
5. Proposals be submitted by the CAD Divisions to the Joint Director, Survey & Planning (S&P) to take up S&P.
6. The outlet wise CCA as delineated during formation of PP be considered as the targeted CCA to be taken up for construction of FC.
7. On completion of S&P, the Detailed Survey Report (DSR) with planning map be furnished to the concerned CAD Divisions.

### **B. Annual Action Plan (AAP) and Project List:**

1. Based on proposal received from field offices, Joint Director, S&P to prepare workable AAP for all the Schemes / components of works, considering budget provision and submit to DoWR (CAD) for approval.
2. On approval of the AAP, the Division / Command wise target is to be uploaded by the CAD-PIM Directorate in eCAD-Infra application.
3. Based on the approved AAP, Project List be prepared limiting to Rs. 5.00 lakh each, as the works are to be executed by awarding to the concerned PPs with K2 agreement, to facilitate smooth implementation, better participation and involvement of beneficiary farmers through the PPs as per letter No. Irr-I-WB-FOT-34/10/ 28728, dated the 18th November, 2010; WR-CAD-III-S-6/2010/3087 dated the 8th December, 2010; WR-CAD-I-E-A-29/2016/1654, dated the 7th June, 2016.
4. When the outlet has more than one project, outlet wise information be kept for ready reference.
5. The concerned PPs must have a valid tenure with the required active documentations including PAN, GST, Bank account etc.

6. The project List be submitted to the concerned CADA through eCAD-Infra application for approval of the RDC-cum-Chairman.

### **C. Pre-Execution Formalities:**

1. CAD Section and Sub-Division Officers to verify availability of water at the outlet.

2. Pre-Project PP Meeting:

- i. PP meeting must be held to discuss the proposal with representation of farmers from head; middle and tail reach of the outlet command.
- ii. Planning map received from S&P and the works required are to be discussed in details in the PP meeting. As the land required for construction of FC is contributed by the farmers, minor change in alignment, if necessary, may be effected through a PWT for smooth execution. The agreed alignment plan to be recorded and attached to the proceedings of the PP meeting.
- iii. CAD Section Officer must be present in the PP meeting, declare the process of execution and specification of works to be taken up and sign in the meeting proceedings.
- iv. Meeting proceeding must be minuted by the Secretary of the PP and kept for record.
- v. The PP to submit a copy of the proceeding to the CAD Divisional Officer for preparation of Plan and Estimate

3. Preparation of Estimate and Approval:

- i. CAD works are to be executed as per prevailing Schedule of Rates (SR) in accordance with OPWD code.
- ii. The Standard Design Section and Model Estimate provided by the Directorate from time to time for execution be followed with site specific modifications, as would be required.
- iii. As the field channels are of miniature nature with discharge of 1 to 1.5 cusec only, adoption of M20 grade concrete may be continued at present for progress of work.
- iv. As per the approved Project List the estimates are to be prepared and uploaded in the eCAD-Infra application for necessary Technical Sanction by the concerned Divisional Engineer and Administrative Approval by the concerned Project Director, Technical (Circle Engineers), as assigned vide Office Order No. WR/CAD-I-OM-0001-2022/784/CAD., dated the 12th April, 2023.

4. Agreement and Work Order:

- i. For the approved estimates, agreement and work order in K2 format be processed in the eCAD-Infra application for necessary execution of agreement

by the Divisional Officer with the PP for taking up execution of works and signed hard copies be retained at the division office. The PP may be provided with hard copies for reference.

- ii. A Standard Tender Schedule containing (i) General Conditions of Contract, (ii) Special Conditions of Contract, (iii) Specifications and (iv) BoQ may be approved by the Chief Engineer and circulated to the field offices for executing agreement with the pani panchayats as all projects for construction of RCC FC are similar in nature.
- iii. The PPs to execute the assigned works in time bound manner with active participation of beneficiary farmers.
- iv. As FC works are time bound and linear in nature, K2 agreements for multiple projects in same PP may be executed at a time and works may be taken up by the concerned PP simultaneously in all the assigned projects to complete those within the scheduled time frame.

#### **D. Execution of Works:**

- 1. Site be handed over by the Section Officer to the PP with geo-tagging of initiation (pre-project) photograph in eCAD-Infra Mobile application and this date be treated as date of commencement of the project.
- 2. PPs to execute the works as an “Association of Persons” and not to sublet the works to outsiders.
- 3. All items of works laid in the agreement must be executed by the Pani Panchayat following OPWD Codal procedure.
- 4. Technical support for execution be provided by the Section Officer and supporting field staff.
- 5. Suitable expansion joints with PVC water stops must be provided at 30 m intervals during casting of RCC FC to prevent cracks.
- 6. Quality of materials and works be ensured by the Section Officer and inspected by the SDO and Divisional Officer.
- 7. PPs must maintain site register for all projects for verification by supervising and inspecting officers.
- 8. Quality Assurance (QA) formalities must be ensured in consultation with the concerned QA division to address the Total Quality Management (TQM) issues regarding assurance, control and audit, specific to FC works.
- 9. Sub-Divisional and Divisional Engineers must inspect sites at regular interval and check measure the works as per Codal provisions.

10. A core team may also be formed at the Directorate to make periodic field visits to review the qualitative and quantitative aspects of the works.
11. Social audit be conducted after completion of works by a team comprising representation of farmers from the village including one Panchayati Raj representative.
12. All projects assigned to a particular PP be targeted for completion within 30 days from the date of handing over of site.
13. The projects to be geo-tagged both during and after completion of the works in eCAD-Infra Mobile application.

#### **E. Measurement of Works and Payment of Bills:**

1. OPWD and IS Codal procedure be followed for measurement of works and submission of work bills.
2. The Section Officer to upload the execution details in the eCAD-Infra Mobile application at the time of measurement, i.e. on the date of final geo-tagging and submit to the Sub Divisional Officer.
3. The SDO to check-measure the works and approve the same in eCAD-Infra Web application. After approval, the completion report will be auto-generated and will enable the Section Officer to create work bill.
4. The work bill in financial rule form 12 created by the Section Officer and verified by the SDO be downloaded from the eCAD-Infra application by the Section Officer, hard copies be signed by the PP, Section Officer and SDO and be submitted to the Division with MB and all supported documents.
5. The Divisional Officer to maintain the complete case record for the project, check measure the works as per norms, pass for the bills both in hard copies and in eCAD-Infra application and make the payment process in iFMS application.
6. The signed bill form after passing of the bill be uploaded in e-CAD Infra application.

#### **F. Handing over of Assets:**

Assets created in the project be handed over to the concerned PP by the Divisional Officer for utilization, maintenance and upkeepment.

#### **G. Case Record :**

The case record to contain: (i) Copy of the proceedings of the Pre-Project meeting; (ii) Copy of the P&E with TS & AA; (iii) Agreement; (iv) Work order; (v) Geo-tagged photographs; (vi) Quality test report; (vii) Tax invoice from the PP; (viii) Copy of bill with reference of MB; (ix) Completion report; (x) Social audit report. and (xi) Copy of agreement of handing over of assets to PP.

## H. Process Flow in e-CAD-Infra Application:

1. Target distribution by Directorate.
2. List of projects approval by RDC-*cum*-Chairman, CADA.
3. P/E Technical sanction by EEs & Administrative Approval by Project Directors (Technical).
4. K2 Agreement Execution with Pani Panchayats.
5. Inception of work with Geo-tagging, during & final photos Geo-tagged by sections & approval by SDOs in Mobile App.
6. Completion Report auto generation.
7. Generation of work bills in e-CAD Application with input of measured quantities.
8. Passing of work bills by Divisional Engineer for payment through iFMS.

## I. Time Line for Different Activities for Execution of Field Channel Works :

Sl.No.	Activities	Time Line (Days)
1	Project list preparation by Section after receipt of target	7
2	Project list approved by Sub-Division	2
3	Project list approved by Division	2
4	Project list approved by CADA	10
5	Plan & Estimates submitted by Section	21
6	Plan & Estimates passed by Sub-Division	2
7	Technical Sanction by Divisional Engineer	3
8	Administrative approval by Circle Engineer (PD, Technical)	3
9	Agreement documents submitted by Section	10
10	Agreement documents passed by Sub-Division	2
11	Agreement documents accepted by Division	5

Sl.No.	Activities	Time Line (Days)
12	Geo-tagging of pre-photographs by Section	Date of site handover/ commencement
13	Period of execution and geo-tagging of “during execution” photographs	30
14	Geo-tagging of final photographs	Date of measurement

#### **J. System Functionality and Transformation :**

1. Hand holding support must be provided by the CAD Division for optimal utilization of the assets created.
2. All assets created must have geo-reference.
3. Legacy data of FC works / assets be updated in the e-CAD-Infra application.
4. PPs to ensure rotational water supply, equitable distribution of water among the users.
5. Success stories be prepared by the Divisional Engineers for presentation and record.

Additional Secretary to Govt.,  
& Director, CAD-PIM